

Transmittal 4

**Department of Public Works
Transmittal of Authority for Expenditure Document for
Approval by the Board**

Date: June 11, 2020

To: Fernando Campos, Executive Officer
Board of Public Works

From: The Office of Accounting
for
Bureau of Sanitation

Re: AE 20508893M – YMCA of Metropolitan Los Angeles - \$540,000.00

The Department's procedures require that the attached Authority be approved by the Board of Public Works.

Please schedule it on the Board agenda for next meeting.

After approval by the Board, please transmit it to a Commissioner for approval as "Head of Department". The approved document should then be returned to the Office of Accounting for further processing. Please return it to:

PW-OFFICE OF ACCOUNTING
SPECIAL FUNDS
Attn: Rachel Yo

Mail Stop 477
Room 924, City Hall

For additional information, if needed, please call Rachel Yo at (213) 978-0924.

Bureau of Sanitation contact: Deborah Peoples (213) 485-2696

AUTHORITY FOR EXPENDITURE

Dept. LA SANITATION

| | | | | | | |
|--|----------------------------|--|----------------------------------|---|---|--|
| DOC CODE GAEAE | DOC DEPT. CD. 50 | DOCUMENT ID. TYPE AE F.Y. 20 AUTHORITY NO. 508893M | | DOC. DATE M M D D Y Y 04/02/20 | ACCTG. PERIOD P P Y Y | BUDGET F.Y. Y Y 15 |
| ACTION <input checked="" type="checkbox"/> ORIG. ENTRY (E) <input type="checkbox"/> ADJUSTMENT (M) | | EVENT TYPE PRAE | VENDOR CODE 1000516435 | SS OR IRS ID NO. | DOCUMENTS OR INVOICE NO. 0000186768 | DOCUMENT TOTAL \$ 540,000.00 |

TO: (NAME AND ADDRESS)

YMCA of Metropolitan Los Angeles
625 S New Hampshire Ave
Los Angeles, CA 90005

Attn: Mark Dengler

PLEASE FURNISH TO THE CITY OF LOS ANGELES, CARE OF (GIVE ADDRESS)

City of Los Angeles - LA Sanitation
Solid Resources Support Services Division
1149 S. Broadway, 5th Floor
Los Angeles, CA 90015
Attn: Melvin De Leon

| | | | | | | | | |
|----------------|-------------|-------------|----------------------|---------------|---------|---|-------------------------|---------------|
| LINE NO. NL | FUND 508 | DEPT. 50 | APPR. UNIT 50LX82 | OBJECT 304 | DOBJ | DESCRIPTION Hygiene Facilities for Unsheltered Residents | AMOUNT \$ 540,000.00 | I/D |
| QUANTITY | I/D | U.O.M. | UNIT 82030000 | M PROJ | PROJECT | ACTIVITY S02FCO19 | TASK TTT | S/TASK TTT |
| | | | | | | | CHANGE ORDER | FUNCTION |

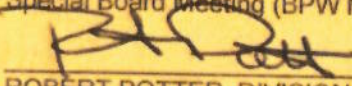
FOR:

This Authority for Expenditure is to encumber funding to pay YMCA of Metropolitan Los Angeles for utilization of Hygiene Facilities for Unsheltered Residents. The approval of this Authority for Expenditure will enable LA Sanitation to pay the vendor \$540,000.00 for these services. The term of this AE shall cover the services from 4/1/2020 to 6/30/2020.

Fund Name: Solid Waste Resources Revenue Fund, Fund Description: Solid Waste Resources Revenue, Council District: All, Impact to General Fund: No

Authorize the President or two members of the Board of Public Works to execute this Service Agreement.

Special Board Meeting (BPW MTG 2020-04-0262): 4/17/20


ROBERT POTTER, DIVISION MANAGER

DATE

TO THE OFFICE OF THE CONTROLLER:

PURSUANT TO PROVISIONS OF THE CITY CHARTER AND TO THE ANNUAL DEPARTMENTAL BUDGET APPROPRIATIONS OR OF APPROPRIATIONS MADE SUBSEQUENT TO THE BUDGET, THIS IS AUTHORITY TO ISSUE A DEMAND ON THE FUND AND DEPARTMENT DESCRIBED ABOVE.

ORIGINAL/ADJUSTED AUTH. TOTAL

\$ 540,000.00

CONTRACT OR OFFER NO. (STRIKE OUT ONE)

| | | | |
|--|-----------------|--|----------------|
| BUREAU OR DIVISION HEAD ENRIQUE C. ZALDIVAR, DIRECTOR | DATE 5/29/20 | HEAD OF DEPARTMENT BOARD OF PUBLIC WORKS | DATE |
| ACCOUNTING MIGUEL DE LA PENA | DATE 6/2/20 | CITY ATTORNEY APPROVAL OF AFE OVER \$5,000 ADENA HOPENSTAND | DATE 6-2-20 |

READ THIS CAREFULLY: THIS A.F.E. MUST BE APPROVED FOR FUNDS BY THE CITY CONTROLLER BEFORE SERVICE IS RENDERED. THIS FORM SHALL NOT BE USED FOR THE PURCHASE OF MATERIALS, SUPPLIES OR RENTAL OF EQUIPMENT. INVOICES IN DUPLICATE MUST BE FORWARDED TO THE DEPARTMENT TO WHICH SERVICES WERE RENDERED.

(1) DOCUMENT NUMBER, NAME AND ADDRESS OF DEPARTMENT MUST APPEAR ON ALL INVOICES.

(2) IN CASE OF A DELAY IN PAYMENT OF INVOICE BEYOND 30 DAYS FOLLOWING THE DATE OF INVOICE, PLEASE NOTIFY THE CONTROLLER IN WRITING GIVING REFERENCE TO A.F.E. NUMBER, AND STATE TO WHAT DEPARTMENT SERVICE WAS RENDERED.

CONTROLLER'S APPROVAL

Print

**AMENDMENT TO LETTER OF AGREEMENT
BETWEEN
YMCA OF METROPOLITAN LOS ANGELES
AND
CITY OF LOS ANGELES
FOR UTILIZATION OF
HYGIENE FACILITIES FOR UNSHELTERED RESIDENTS**

WHEREAS, the YMCA of Metropolitan Los Angeles ("YMCA" or "Vendor") shall provide hygiene facilities for unsheltered residents during the period covered by the emergency declaration related to COVID 19; and

WHEREAS, the Vendor possesses the required expertise, equipment, and ability to complete required tasks; and

WHEREAS, this Letter of Agreement and the Amendment to this Letter of Agreement (collectively, the Agreement) are being used by the City to secure facilities to provide hygiene services for unsheltered residents; and

WHEREAS, the Vendor's services are deemed to be vital to meet the City's commitment to protecting the public health and environment, maintaining safe work environments, and efficient operations; and

WHEREAS, the Vendor will provide a unique and technical service for a temporary duration, for which the use of competitive bidding for such services is not practical or advantageous, nor reasonably practicable or compatible with the City's interests. Thus, per Los Angeles City Charter section 371(e)(2) and section 372, this Agreement is exempt from competitive bidding and competitive proposal; and

WHEREAS, by affixing contract vendor's signature to this Letter of Agreement, the contract vendor agrees to adhere to the Non-Discrimination, Equal Employment Practices and Affirmative Action Program Provisions for the duration of this contract and also acknowledges their responsibility to comply with the Non-Discrimination, Equal Employment Practice and Affirmative Action provisions as shown in the attachment to this Letter of Agreement;

WHEREAS, this Amendment to the Letter of Agreement shall permit the parties to have flexibility to substitute and/or utilize facilities to provide the contemplated hygiene services;

NOW, THEREFORE, in consideration of the foregoing and of the benefits which will accrue to the parties hereto in carrying out the terms and conditions of this Agreement, it is understood and agreed by and between the parties hereto as follows.

Term of the Agreement:

The term of this Agreement shall cover services from April 1, 2020, to June, 30, 2020, or the period of time in which the Mayor's emergency declaration or any extensions thereto related to COVID-19 are in effect, whichever is later, and any additional time as may be necessary to close out activities, provided that said term is subject to provisions of this Agreement and shall not exceed three (3) years. Performance shall not commence until the Vendor has obtained the City's approval of required documents described in this Agreement, and is in receipt of those and/or other documents as described in this Agreement and set forth below:

1. **Expiration and Termination**

Notwithstanding any other provisions of this Agreement, the YMCA may terminate this Agreement for any or no reason by providing the City with at least one (1) week's advance written notice of such termination. The City will be entitled to a refund for the portion of the month that the City did not use the Facilities upon expiration and/or termination.

2. **Return Condition**

The City may not remove any fixtures that are built-into or attached to any portion of the facilities or that were paid for with YMCA funds.

Upon termination of this Agreement, the City shall ensure that it has fully cleaned the Facilities (or will conduct a full cleaning of the Facilities within forty-eight (48) hours after the expiration of the term of this Agreement), using hospital-grade disinfectant and cleaning supplies, at each Branch listed on Exhibit A to ensure the Facilities return to pre-agreement condition and to ensure no infections or spread by the coronavirus.

Upon return of possession to the YMCA, or termination of this Agreement, the Facilities shall be in a safe and well-maintained condition, comparable to their condition upon commencement of the City's possession thereof. Upon surrender of possession, if the Facilities are not in such condition, at the election of the YMCA, the City shall either restore them to the required condition or shall pay the YMCA the reasonable cost of such restoration.

Statement of Work to be Provided by the Vendor:

The Vendor shall provide services which are as follows

1. **City Use of Facilities**

The City, subject to all provisions of this Agreement, shall be permitted to use the Facilities for purposes of providing and conducting its hygiene program, and for other purposes permitted pursuant to this Agreement. "Facilities" refers to the showers and adjacent bathrooms, lockers and other such adjacent spaces at the

Branches. No such use of the Facilities by the City shall interfere with the activities of the YMCA.

The City shall use the Facilities solely for purposes of its unsheltered hygiene program, and in conformance with all federal, state and municipal regulations and ordinances, including, but not limited to, those related to sanitation, health and safety, as well as the YMCA and City's administrative regulations and/or the YMCA's policies and procedures.

2. Schedule of Use

Subject to the exclusive and primary use rights of the YMCA, the City's use of the YMCA, as described in Paragraph 1, above, shall be from 9:00 a.m. to 2:00 p.m. Monday through Friday.

3. Responsibility for Staffing and Operating the Facilities

The City shall inspect the Facilities for dangerous conditions of property prior to its use to ensure property is safe and ascertain any preexisting conditions of damage and/or wear and tear. By its use of the Facilities, the City acknowledges, agrees and represents that it has inspected, or immediately upon entering will inspect, and carefully consider such premises and Facilities. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in the program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the City finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the City and the participants in the program.

Further, each participant in the program will sign a waiver releasing the City and YMCA against any claims, actions, lawsuits, damages and judgments including attorney's fees arising out of its use of facilities. The City will provide the YMCA with its waiver. Participants must comply with the YMCA's Shower Program Rules and Agreement and must execute and complete the YMCA's Application for Shower Program and the YMCA's Assumption of Risk, Release, and Waiver of Liability and Indemnity Agreement.

4. Project Management

Both parties, the City and YMCA, shall designate a project manager who shall have overall responsibility for managing and coordinating the performance of each party's obligations under this Agreement and be responsible for the implementation of this Agreement, including resolution of any issues that may arise during the performance of either party's obligations hereunder, and be authorized to act for and on behalf of each party with respect to all non-material matters relating to this Agreement and/or any matters to which there is express delegation.

- a. The City's project manager shall have the discretion to substitute any of the Facilities listed on Exhibit A for other YMCA Facilities upon mutual agreement between the parties and as otherwise consistent with the terms of this Agreement. If the City substitutes one Facility for another Facility, no additional compensation will be owed to YMCA by the City.
- b. Should the Vendor determine a need to alter the services described, a request must be submitted to the City in writing. The Vendor shall not alter such services without the City's written approval.

Terms of Compensation:

For the complete and satisfactory performance of the terms of this Agreement, the City shall pay to the Vendor an amount not to exceed \$540,000.00. The schedule of work and prices are as follows:

1. Costs and Fees

In consideration for use of the Facilities, the City shall pay YMCA a fee for the use of the Premises and Facilities during the term of this Agreement in the amount of \$20,000.00 per month, per Branch (no less than nine (9) Branches monthly), payable in advance due on the first of each month. The use of Facilities includes, but is not limited to, water, sewer, electricity and gas, as needed.

2. Pro Rata Refund

Notwithstanding the above, in the event that YMCA is unable to provide nine Facilities for the purpose of providing services pursuant to the terms of this Agreement, the City shall be entitled to a pro rata refund of fees based on the number of Facilities available and/or the length of use.

3. Responsibility for Damage

The City shall be solely responsible for the repair of any damage to the Facilities due to, or as a result of, the City's use of such facilities. The repairs shall be sufficient to restore the damaged item to its condition prior to such damage. The YMCA will make such repairs and the City shall reimburse the YMCA for the cost of such repairs no later than ninety (90) days after the request for reimbursement has been submitted.

4. Exclusion

Each program participant, in accordance with the Shower Program Rules and Agreement, will be temperature screened by YMCA staff and not allowed into the YMCA if temperature is over 100.4 degrees Fahrenheit, or otherwise exhibits common symptoms of COVID-19, including, but not limited to cough, sneeze, shortness of breath or other indicators of flu or cold.

Supporting documentation for all labor, expense, and material charges billed must accompany invoices submitted for payment.

The reimbursement for expenses incurred in the performance of this Agreement shall be made only upon acceptance by the City of the Vendor's invoice and supporting documentation. Payments to the Vendor may be unilaterally withheld or reduced by the City if the Vendor fails to comply with the provisions of this Agreement.

Liability and Insurance Policy

1. The City shall obtain, and shall maintain, at its own cost and expense, for the term of this Agreement, a policy of commercial general liability insurance ("Policy"), written on an "occurrence" basis with a combined single limit of no less than one million dollars (\$1,000,000) per occurrence covering the claims for bodily injury including death, property damage and damages that is alleged to arise in whole or in part out of this program and the use by the City and the program's participants of the facilities (which will also include for these purposes the parking lot, the driveways, roads and any other point of ingress or egress), and participation in the program, including any active or passive negligence attributed to, or claimed to be attributed to, the YMCA, or any of its directors, officers, employees, agents, volunteers, invitees, or contractors, or any person directly or indirectly employed by any of them. Furthermore, the Policy shall be properly endorsed to add the YMCA as a name insured.
2. In lieu of maintaining a Policy in the amounts set forth above and Memoranda of Coverage related to such a Policy, the City may provide evidence to the YMCA that the City has a formal program of self-insurance in effect that is acceptable to the YMCA.
3. Prior to any use by the City of YMCA Facilities pursuant to this Agreement, the City shall provide to the YMCA copies of all Memoranda of Coverage or all insurance policies required to be obtained pursuant to this Agreement, or evidence to the YMCA that the City has a formal program of self-insurance, as applicable.
4. To the extent the City has a Policy, then the City will be required to notify the YMCA in writing immediately if the policy lapses or any non-payment of premiums by the City. If the City fails to notify the YMCA of such lapse or non-payment, the Agreement will be subject to termination by the YMCA immediately. The lapse or other reservation of any applicable insurance policy does not excuse the City's obligation to defend and indemnify the YMCA as outlined in this Agreement.
5. The City hereby agrees to indemnify, defend, and hold harmless the YMCA and its directors, officers, administrators, employees, volunteers, and agents against and from any liability, including for damage to property and injury or death of any person, and any claim, action, or proceeding against the YMCA, arising in whole or in part out of this Agreement or the City's use of the Facilities for this program (which will also include for these purposes the parking lot, driveways, roads, and any other point of ingress or egress), and participation in the program,

including any active or passive negligence attributed to, or claimed to attributed to, the YMCA.

The YMCA may participate in the defense of any such claim, action, or proceeding, utilizing legal counsel of its choice at the expense of the City. However, such participation shall not relieve the City of any obligation imposed pursuant to this Agreement. The YMCA shall promptly notify the City of any such claim, action, or proceeding and shall cooperate fully in the defense of same.

Standard Provisions:

Except as to PSC-18 and PSC-23, Vendor agrees to comply with the provisions outlined in the City's "Standard Provisions for City Contracts" (Rev. 10/17), which are incorporated herein by reference. Vendor is responsible for completing and submitting all attendant documentation as requested by the City. In the event of an inconsistency between any of the provisions of this Agreement and/or attachments, the inconsistency shall be resolved by giving precedence in the following order:

1. Paragraphs set forth in this Agreement;
2. Standard Provisions for City Personal Services Contracts.

Vendor also agrees that unless otherwise exempt by the provisions of the Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded will be subject to the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Applicable Law, Interpretation and Enforcement

Each party's performance hereunder shall comply with all applicable laws of the United States of America, the State of California, and the City. This Agreement shall be enforced and interpreted under the laws of the State of California and the City.

If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions of provisions shall not be affected thereby.

Counterparts

This Agreement may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

Signature Page

In witness whereof, the City of Los Angeles and YMCA of Metropolitan Los Angeles have caused this Agreement to be executed by their duly authorized representatives:

For: YMCA OF METROPOLITAN LOS ANGELES

By: [Signature]

Name: Mark Dengler

Title: Chief Operating Officer / Executive Vice President

Date: April 14, 2020

For: THE CITY OF LOS ANGELES

By: [Signature]

Name: COMMISSIONER KEVIN JAMES

Title: PRESIDENT

Department: BOARD OF PUBLIC WORKS

Date: April 17, 2020

APPROVED AS TO FORM AND LEGALITY:

MICHAEL N. FEUER, City Attorney

By: [Signature]

Name: ADENA M. HOPENSTAND

Title: Deputy City Attorney

Department: CITY ATTORNEY

Date: April 17, 2020